

PHILIP MORRIS U.S.A.
INTEROFFICE CORRESPONDENCE
Richmond, Virginia

To: Distribution

Date: 3/17/97

From: R. Lipps

Subject: LIMS Team Meeting Minutes for 3/13/97

Attendees: J. Sampson, J. Wickham, R. Lipps, S. Laffoon, F. Logan, D. Lisbon

Business Conducted:

- The shared computer working folder was requested from Y. Lancaster by J. Wickham.
- The QTP charter, LIMS team charter, and the LIMS problem statement document were reviewed. The goal was to be sure that the team had an understanding of the team's objectives. The team emphasized that the 4 items listed on the charter were the basis of their objectives and that the result of the team's work would be a *recommendation*.
- The ground rules were revised to strike refreshments and add the "safe" room and "rewards" issues.
- An exercise on focusing was conducted by D. Lisbon.

Action Items:

- A recommendation to contact the QTP pilot teams to review their progress was made during the charter discussions. No assignment for this task was made.
- The next meeting was set for **3/20/97 at 1:00 pm in T2** with the following agenda:
 1. Review Agenda
 2. Old Business
 3. Timeline Items and task identification
 4. Process Check
 5. Set agenda for 3/27/97

Distribution:

Ament, C.
Carmines, E.
Good, B.
Laffoon, S.
Lisbon, D.
Logan, F.
Sampson, J.
Wickham, J.

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